

3. QUALITY ASSURANCE PROGRAM

STANDARD 3.1

This Quality Assurance Manual describes the Washoe County Sheriff's Office (WCSO) DNA Section quality system. The WCSO DNA Section quality system follows a quality system that is equivalent to or more stringent than the Federal Quality Assurance Standards for Forensic DNA Testing Laboratories.

3.1.1 The WCSO DNA Section quality system includes the following elements:

Organization and Management, Goals and Objectives, Personnel, Facilities, Evidence Control, Validation, Analytical Procedures, Equipment Calibration and Maintenance, Reports, Review, Proficiency Testing, Corrective Action, Audits, Safety, Outsourcing and Upload of DNA records

STANDARD 3.2

Proficiency test, corrective action, audit, training record, continuing education, and court testimony documentation will be retained electronically indefinitely. Hit confirmation documentation, case files (including analytical results), sample receipt and processing records, and sample retention documentation will be retained indefinitely and may be converted to an electronic format at any time.

STANDARD 3.3

The annual review of the quality system shall be performed under the direction and documented approval of the DNA Technical Leader. This annual review shall be documented through a memo to the Biology Unit Supervisor. Any subsequent revisions of the DNA Procedure Manual, Training Manual, CODIS Operating Policies and Procedures Manual and DNA Quality Assurance Manual as result of this review shall be approved by the DNA Technical Leader, Quality Assurance Manager and the Biology Unit Supervisor. The annual review of the quality system shall be independent of the required annual audit.

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